



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENVIRONMENTAL SERVICES SUPERVISOR	38	B	10.565

The Environmental Services Supervisor works under general direction to coordinate, plan, direct and manage environmental activities of the Natural/Social Sciences section in the Nevada Department of Transportation (NDOT) Division of Environmental Services. The incumbent provides expertise in assigned specialty areas of environmental concern; coordinates public hearings; tracks all environmental regulatory clearances required for NDOT projects; and produces all environmental documents required under the National Environmental Policy Act (NEPA) and associated laws and regulations.

Review statewide NDOT construction and maintenance projects for impact in assigned specialty areas such as biological, economic, land use, and social; organize and lead multi-disciplinary meetings with project managers, engineers, and relevant environmental specialists to anticipate impacts and plan environmental studies, mitigation, monitoring and compliance activities for each specific project; establish project review strategies and schedules to enable projects to meet targeted advertising dates and minimize construction delays.

Train, supervise and evaluate the performance of subordinate staff; develop work performance standards; resolve personnel issues and implement corrective disciplinary action when necessary.

Represent the division at various hearings, meetings, conferences, and news media interviews; provide information and answer questions concerning federal and state rules and regulations and division policies, procedures and programs.

Oversee and participate in determination of impact and development of mitigation plans where necessary for specialties within the Natural/Social Sciences section.

Track, report on, and secure official clearances required for each project in all environmental disciplines.

Oversee and participate in the preparation of documents required by NEPA for each transportation project including Categorical Exclusions, Environmental Assessments, or Environmental Impact Statements; coordinate the substantial research, analysis, public comment, documentation, and technical reports in various environmental specialties which are required in addition to the primary document.

Collaborate with professionals and managers throughout NDOT to clarify project parameters, advise on environmental compliance requirements, and determine the most appropriate means of achieving compliance; coordinate with state and federal regulatory and resource agency staff; participate in the development of interagency staff; participate in the development of interagency agreements with other state, federal, and local entities to formalize working relationships and define commitments.

Direct monitoring and inspection activities to verify the compliance of individual projects with legally and financially binding environmental commitments.

Coordinate public hearings/meetings for NDOT concerning environmental impact, the promulgation of regulations by the department, or transportation planning; participate in determining whether a public hearing is advisable or legally required; select hearing location; ensure hearings are conducted in compliance with relevant legal requirements, including public notice, individual mailings to parties directly affected, accessibility to persons with disabilities, having a court reporter present, ensuring transcripts and/or minutes are prepared, and that written responses to written or transcribed comments are prepared; develop or coordinate the development of written and

graphic presentations of hearing topics; arrange for technical experts to be present as needed; conduct hearings to facilitate orderly exchange of information between the department and the interested public.

Supervise professional staff in environmental research, development and negotiation of mitigation and monitoring plans, and writing of environmental documents; determine when to use outside consultants to supplement staff availability; develop agreements with consultants, monitor progress and approve payment; develop requests for proposals.

Develop and monitor section training needs; oversee development of project cost estimates for environmental studies, mitigation, and monitoring; act on behalf of the Division Chief as assigned; participate in establishment of divisional goals and objectives.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in environmental studies, natural sciences, or closely related field and five years of experience in evaluating or regulating the impact of governmental or private industry projects on the environment; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: applied environmental mitigation techniques in the natural and social science disciplines. **Working knowledge of:** engineering principles applicable to roadway and bridge projects and associated environmental concerns. **General knowledge of:** supervisory techniques including training, work assignment and review, employee evaluation and discipline. **Ability to:** compose clear, concise business correspondence, technical reports, legal documents, and public information materials; communicate effectively with persons from various social, ethnic, cultural, economic and educational backgrounds including specialists in a variety of areas, persons at all levels of the organization, regulatory agency staff, the media, and the public to present information, explain procedures and persuade others; facilitate orderly exchange of information between parties with conflicting views; identify core issues and the range of alternatives for addressing problems; negotiate and develop solutions that consider the needs of all concerned parties; make public presentations; read and interpret technical, legal and scientific documents such as construction plans, specifications, regulations, contracts, and research reports; perform standard mathematical operations for use in budget development and monitoring, contractual agreements, and evaluating survey findings and field or laboratory tests; analyze information, technical data, problems, situations, practices and procedures to define and resolve problems and issues and make appropriate decisions; establish and respond flexibly to multiple shifting priorities; interpret and enforce department and division policies and rules; estimate the costs of a project; oversee preparation of and administer budgets for environmental mitigation and monitoring programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: state and federal laws, rules and regulations pertaining to environmental mitigation, the compliance process and the function of regulatory agencies; state and federal requirements affecting the public hearing process; goals and objectives of the division and department; internal and external sources of information. **Working knowledge of:** federal, state, and local environmental laws and regulations relating to the Environmental Services Division's functions; project scheduling techniques and internal department scheduling procedures; budget development and monitoring techniques; personal computers and associated software; state purchasing regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.565

ESTABLISHED:	10/25/74
REVISED:	08/27/76
REVISED:	10/16/78-3
REVISED:	05/17/85
REVISED:	07/01/87P
	01/30/87PC
REVISED:	11/13/87-3
REVISED:	12/14/89R
	07/06/90PC
REVISED:	07/01/93P
REVISED:	09/14/94R
	06/09/95UC
REVISED:	07/1/97P
	09/19/96PC
REVISED:	09/14/12PC